



Department of Health and Human Services  
Children's Licensing and Investigation Services

**Waiver Request Form**

The Commissioner or his/her designee may upon written request waive or modify any rule which is not mandated by Maine Statute if the applicant provides clear and convincing evidence which demonstrates that the applicant's alternative method will comply with the intent of the rule for which a waiver is requested.

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- The waiver request must be adequate to protect the health and safety of children and families.
  - The waiver request must not contradict other applicable rules.
  - The waiver will be granted for a specific period of time and not to exceed the duration of the licensing period.
  - The waiver is non-transferable to another agency.
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Identify the rule(s) for which a waiver is being requested:

Describe your understanding of the rule(s) and intent:

Describe your alternative method for compliance: (Be specific, describe how this method will satisfy the intent of the rule. Attach any necessary or required supportive information.)

Please include anticipated waiver end date: \_\_\_\_\_

Agency: \_\_\_\_\_

Program Name:(Indicate if agency wide request) \_\_\_\_\_ License #: \_\_\_\_\_

Address(es): \_\_\_\_\_

Administrator's Name (Please print): \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DHHS Use Only:**

Janet S. Whitten, MSW Program Manager Approval: \_\_\_\_\_  
DHHS, OCFS, Children's Licensing & Investigation Services

Waiver Approval Period: \_\_\_\_\_

Email completed form to [janet.whitten@maine.gov](mailto:janet.whitten@maine.gov)